

## MEDIA ASSISTANT

### Job Details

Agency : Town of Islip, New York

Office : Public Information

Title: Media Assistant

### Summary and Responsibilities

The Town of Islip is currently seeking a qualified professional to assist in meeting the public information goals of Islip town and to further engage our employees. Research, strategizing, planning, implementation and execution are key characteristics for further accomplishments in this position. The applicant will assist in providing services and information to specific groups of people and engage key stakeholders and recipients.

The successful candidate must have demonstrable skills in:

- Social media platforms including but not limited to Facebook, Twitter etc.
- Creativity in the development of social media strategies to engage followers.
- Utilization of PDF's and Adobe along with advanced proficiency in Microsoft Office Suite.
- Content automation platforms that assist with streamlining the creation, management, publishing and delivery of business-critical content.
- Knowledge of the publishing environment.
- High quality camera/video operation.
- Carrying out verbal and written exercises, including professional telephone and email etiquette.
- Self-evident determination with a motivational attitude.

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Interested candidates must forward a cover letter, resume and salary requirements to:

Fax (631) 244-5771 or email [Personnel@townofislip-ny.gov](mailto:Personnel@townofislip-ny.gov)

The Town of Islip does not discriminate in employment practices of race, creed, color, national origin, sex, age, disability, marital status or arrest records.